



# EMPLOYMENT OPPORTUNITY

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Human Resources Division  
#1 Gary K. Anderson Plaza, Decatur, IL 62523  
Phone: (217) 424-2805 • [www.decaturl.gov](http://www.decaturl.gov)  
*An Equal Opportunity Employer*

10/26/16

## ADMINISTRATIVE SECRETARY (Human Resources Office)

**ANNUAL SALARY:** \$33,000 - \$43,200 annually, with growth potential to \$53,400 depending on qualifications

**APPLICATION DEADLINE:** Open Until Filled

**SCOPE OF WORK:** This position is responsible for performing advanced administrative duties to support the Human Resources office.

### MAJOR DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Answers and routes telephone calls to appropriate destination, records messages and provides information to the public and other departments.
2. Receives, opens and routes mail to include responding to correspondence regarding general information.
3. Prepares, types, distributes, files and maintains various confidential reports, records, lists, documents, statistical data, minutes and all correspondence and attends various meetings to record minutes.
4. Processes and maintains records for payroll and personnel files for department.
5. May supervise, train and assign clerical work of departmental clerks, typist, temporary staff or summer workers.
6. Operates standard office equipment to include personal computer, typewriter, calculator, copier and fax.
7. Prepares, maintains and submits purchase orders and maintains office supplies inventory.
8. Schedules appointments, meetings and travel arrangements to include contacting participants and making necessary reservations.
9. Assists in preparing budgets and any other special projects as requested by department heads.
10. Performs other related work as required.

## **REQUIRED KNOWLEDGE AND SKILLS**

1. High school graduate or equivalent, supplemented by business school courses in office practices and procedures, and three years responsible experience in performing various administrative support work to include typing, filing, bookkeeping and operating computers or any equivalent combination of education and experience.
2. Thorough knowledge of administrative practices and procedures and department operations to include proper grammar, punctuation, spelling and arithmetic.
3. Skill in typing, filing, preparing, maintaining and organizing reports, records documents, lists, correspondence and any other paperwork necessary to department operation, both accurately and efficiently.
4. Skill in operating a variety of office equipment to include typewriter, personal computer, calculator and fax machine.
5. Ability to maintain confidentiality of department operations and correspondence.
6. Skill in communicating clearly and effectively both orally and in writing.
7. Knowledge of payroll procedures, budgetary procedures and personnel functions.
8. Skill in answering telephone and providing information to the public regarding department's services.
9. Skill in performing various administrative functions such as dictation and recording minutes.
10. Experience supervising clerical staff is preferred.

## **BENEFITS**

**SICK LEAVE:** 10 days of sick leave credit on first day of employment; thereafter 1 day per month granted, accumulative to 240 days

**VACATION:** 3 weeks after 1 year of service; 4 weeks after 10 years of service; 5 weeks after 20 years of service

<b><u>HOLIDAYS:</u></b>	New Year's Day	Labor Day
	Martin Luther King's Birthday	Veterans Day
	Presidents' Day	Thanksgiving Day
	Good Friday	Day After Thanksgiving
	Memorial Day	Christmas Day
	Independence Day	Two Unscheduled Holidays

**PENSION:** The City of Decatur contributes to the Illinois Municipal Retirement Fund. Employees also contribute at the rate of 4.5% of gross pay. Employee contributions are refundable if employment ends before retirement.

**OTHER:** The City offers a three-tier Preferred Provider Option (PPO) health insurance program for employees and their dependents. Employees contribute toward the monthly premium for single coverage and/or family coverage through payroll deduction. The City provides a \$20,000 life insurance policy at no cost to the employee. Dependent coverage is offered. Employees may purchase additional term life insurance sponsored by IMRF. Employees may participate in a voluntary group dental and vision insurance plan. Deferred compensation is also available.

## **RESIDENCY**

The City Manager, Department Directors, City Clerk and other officers as required by law, and all employees covered by this policy who are hired after May 16, 2016, shall reside within the corporate limits of the City of Decatur. Upon original appointment, such appointees may reside outside the corporate limits but will establish residence within the corporate limits of the City within twelve (12) months of appointment.

**APPLY:** Visit our website at [www.decaturil.gov](http://www.decaturil.gov) for an application. Qualified individuals should send the completed application, a resume and cover letter to the address below.

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**AA/EOE**